

Role Profile

Part A - Grade & Structure Information

Job Family Code	11RT	Role Title	Principal Historic Buildings Officer
Grade	PS11	Reports to (role title)	Historic Environment Planning Manager
		Directorate/School	Planning and Environment
JE Band	439-518	Service / Department	Place
		Date Role Profile was created	Sep-25

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To lead, provide and develop a countywide historic buildings and building conservation advisory service, co-ordinating the work in partnership with other organisations as appropriate, and developing other strategies and initiatives to ensure the effective conservation, maintenance and enhancement of Surrey's historic built environment. To manage contracts with external partners for the provision of heritage advice. To provide strategic and other historic buildings and Conservation Area Advice and guidance to partners and the County Council where required. To advise the County Council on the appropriate conservation management of its own historic properties and estate. Provide conservation advice to the Surrey Historic Buildings Trust, leading the implementation of the historic buildings grants programme and supporting the Trust in other appropriate ways. To investigate, develop and implement policies and practice designed to enhance historic buildings' service provision in Surrey and generate income where possible. To mentor, train and supervise junior built heritage team members as necessary.
Work Context	The Historic Environment Planning team provides a suite of conservation and heritage management advice and guidance services to a number of external stakeholders and partners, as well as directing the heritage policy of the County Council and advising on the maintenance of the County's own historic and Listed buildings. This post is a specialist role, and will be involved in managing the Countywide archaeological and heritage strategies and implementation of joint programmes of work. It supports the work of many other posts, particularly in some district councils and is a key post in helping to deliver the team's commercial activities.
Line management responsibility if applicable	Small team of specialist staff and to deputise for the Historic Environment Planning Manager as required
Budget responsibility if applicable	None - advise on income generation

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Direct, manage and monitor the operation of an efficient and effective service ensuring the work of the team supports service objectives and that necessary resources are secured. • Lead major projects and reviews within a defined area of work to optimise and enhance service delivery. <p>Policy & Compliance</p> <ul style="list-style-type: none"> • Ensure legal, regulatory and policy compliance of relevant schemes/ initiatives. • Contribute to and where appropriate lead the development of practical strategies, works programmes and service improvement in own area of specialism and monitor and control their implementation to manage and mitigate risks. <p>People and partnerships</p> <ul style="list-style-type: none"> • Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>Resources</p> <ul style="list-style-type: none"> • Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. • Monitor, analyse and manage delegated budgets, funding and resources in accordance with organisational policies and procedures. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Analyse, interpret and evaluate relevant data applying judgment and technical expertise to identify risk, support the resolution of issues and support decision making. • Through management and supervision ensure that appropriate record keeping is kept and risks and issues are identified and actions taken. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject. • May be required legislatively to maintain a professional qualification or competency. • Substantial practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Excellent understanding of subject matter, principles and practices relevant to technical area. • Proven ability to apply project management principles and techniques to a wide range of complex projects or programmes. • Extensive knowledge of principles, practices, and procedures relating to business planning and financial management • Ability to collate, monitor and interpret a range of data. • Proven ability to establish and maintain highly effective working relationships with a range of stakeholders. • Comprehensive knowledge of computerised business systems • Proven written and oral communication with the ability to influence and work in collaboration with others. • Excellent management skills with proven experience motivating, coaching, mentoring and developing staff. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills with the capacity to devise and implement innovative solutions.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Membership of the Institute of Historic Building Conservation or comparable alternative professional body: Membership (or equivalent level of expertise and qualifications) of the Royal Town Planning Institute.</p>
<p>Role Summary</p>	<p>Roles at this level typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a technical, professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and practice guidance.</p>
<p>Reference Number</p>	<p>BM-2025-372</p>